Nova Scotia Teachers Union and Department of Education and Early Childhood Development

Background

In a contractual agreement between the Nova Scotia Teachers Union and the Department of Education and Early Childhood Development, an annual sum of $200,000 is allocated for the purpose of encouraging innovative and unique program development in Nova Scotia's schools. Programs funded or assisted under PDAF must be directly related to the Public School Program.

PDAF is intended to encourage breakthrough and alternative ideas at the local school level which significantly and directly enhance the delivery programs and services to students. This may include, but is not limited to, taking an established curriculum practice or program and using this in a new and unique way. PDAF provides teachers with financial support to initiate creative and innovative teaching practices. As a result of this support, students benefit from enhanced learning experiences.

Program Selection

Each program proposal is carefully reviewed by a selection committee made up of educators appointed by the Nova Scotia Teachers Union and the Nova Scotia Department of Education and Early Childhood Development Programs and proposed materials are reviewed by consultants within the Department of Education and Early Childhood Development. Each application is thoroughly examined for transformative elements which will enhance the development of unique educational experiences for students in the public schools of Nova Scotia.

To help ensure that your program application meets the criteria for innovation, please consult the program summaries provided on the NSTU website to help you confirm that your application describes a unique and innovative program or approach.

Applicant Criterion

Applicants must be **active NSTU members** and have received a notice of assignment during the **current school year**.
Teachers are eligible to receive **one PDAF grant per school year**(Aug1st-July31st).
To reapply, previous program must be complete (summary evaluation submitted to NSTU Office)

Application Deadlines

Applications must be received by the **first day of August, October, December, February, April, and June**, **or the first business day closest to the first of the month**. The PDAF Committee meets to review applications within **the deadline** month. After this meeting, applicants will be informed in writing of the committee's decision.

Mailing Address

Program Development Assistance Fund
Nova Scotia Teachers Union
3106 Joseph Howe Drive
Halifax, Nova Scotia B3L 4L7

Toll free: 1-800-565-6788 Email: pdaf@nstu.ca

A complete PDAF application must include th following:

- ❒ **Cover page** (see final page of this application) with **all signatures** from the program coordinator, Principal (or designate) and Regional Executive Director of Education (or designate) and acknowledgement of having consulted with RCE/Board Technology personnel as applicable.

- ❒ **A program proposal in either a word document or a pdf** that includes:
  - ❒ Program Description and Rationale
    - Briefly describe the program. (CSAP applications in French are accepted)
    - What specific need(s) within your school/classroom does this program address?
    - List the goals of this program.

  - ❒ **Program Team**: Briefly describe the interests, background and qualifications of the program team which will enable them to successfully implement this program.

  - ❒ **Program Design**
    - Briefly describe why this proposal is innovative and merits PDAF funding.
    - Explain this program in terms of how it will be implemented in the school and/or classroom.
    - What is the timeline you intend to follow?
    - Please ensure you are following the safety, legal, insurance procedures established in your school and Regional Centre of Education.
    - If your application involves purchasing any apps or technology, please consult with your regional technology integration team to discuss issues such as student privacy guidelines, the Digital Resource Assessment (DRA) or other potential issues related to the technology you intend to use. **It is the applicant's responsibility to do this research before submitting a PDAF application.**

- ❒ **Program Links to Public School Program**: How will this program support the Public-School Program, and Department of Education and Early Childhood Development policies and guidelines?

- ❒ **Curriculum Connections**: How does it fit within the curriculum?
  - ❒ What are the learning outcomes of this program?
  - ❒ What aspect of the curriculum does this program focus upon?
  - ❒ What key grade level(s) and/or subject area(s) will be enhanced by this program?
  - ❒ How will this program be successfully integrated into the grade level(s) and subject area(s)?
  - ❒ Describe how materials will be used.

- ❒ **Program Evaluation**: How will the success of the program be evaluated? Provide as much detail as possible as to how the success of this program will be measured.

- ❒ **Program Budget.**

Please outline expenses in detail including taxes, shipping, stores, provider and active links where available. *** Only valid receipts and invoices from recognized vendors and suppliers will be accepted. (i.e. no receipts from Kijiji, Pawn shops, On-line trade forums, etc.) Submit **entire** program budget. Ensure that you provide an itemized breakdown of the portion of the program to be covered by the PDAF fund. **When placing order for materials/equipment, it is the applicant's responsibility to ensure that the currency is properly reflected in Canadian Funds or they accept responsibility for the exchange rate as listed above if the supplies cannot be sourced in Canada. (US exchange rate valid only on date of submission).** PDAF may approve capital items when they are required to successfully implement the proposed program. **Please ensure that any links you include are still active.**

Budget Example - Please follow this model

Item with Link	Quantity	Cost	Taxes	Shipping	Total

Program Selection Criteria

The PDAF Selection Committee will base their selection on a variety of criteria including:

- Breakthrough/Innovative ideas for your learning space
- Addressing the school's, students', community's needs
- Sustainability/Partnerships
- Uniqueness of program tied to curriculum outcomes
- Inclusive and Culturally Responsive Practice
  Links: African Nova Scotian Education Framework
  Mi'kmaw Ways of Being and Knowing
- Evaluation Process
- Direct benefit to school/student
- Parental and/or community involvement

Additional Considerations

- Each proposal is considered exclusively on the basis of its own merits
- The PDAF cannot be the only/first source of funding if the budget exceeds $5000. Other sources of funding MUST be included.
- PDAF does not fund consecutive programs
- The program proposal must not require an ongoing financial commitment by PDAF
- The Selection Committee does not consider itself bound by precedent from one proposal to the next

PDAF funding is not available for the following:

1) Salaries, honoraria or labour fees*
2) Travel and accommodations/meals (teachers and students)
3) Equipment rental, service and/or labour costs
4) Items contained on the Authorized Learning Resources (ALR) list (AKA Book Bureau)
5) Teacher professional learning - or sub days
6) Subscriptions as they do not meet the requirement for sustainability noted in selections criteria
8.

PDAF funding is not normally available for capital equipment. The PDAF Committee does approve capital items when they are required to successfully implement the proposed program. PDAF Committee does not fund programs that are now considered best practice and are no longer considered innovative. Innovative is not limited to technology.

Program Coordinator Responsibilities

***Before receiving program funds, successful applicants are required to:

- ❒ submit an Accounting Summary complete with **ALL** original receipts totaling the **Full Amount** of the grant. (**please note that if purchases are made from the US, the exchange rate as of application date is the amount honored and the applicant(s) is responsible for any difference. It is the applicant's responsibility to ensure that purchases are made in the appropriate currency.**
- ❒ submit a 100-worddescription of the program (and photos if requested from committee with permission as per RCE guidelines) for publication purposes
- ❒ contact the PDAF Committee Chair (amarchand@staff.nstu.ca) should changing circumstances result in the program not being implemented
- ❒ sign and return the letter of undertaking
- ❒ Complete and return the **Evaluation Report**

**except where the facilitator/presenter is uniquely qualified to share the knowledge and/or skills essential to the sustainability of the program and where the goal is to build capacity among the student participants; and whereas the presenter fee ensures that the remainder of the funds is sufficient to ensure that the equipment necessary to ensure the longevity of the program can be obtained.*

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Program Title: _____

Program commencement date: _____ **Program conclusion date:** _____

Number of students involved: _____ **Grade level(s) of students involved:** _____

No. of classrooms involved: _____

Grade Level(s) (Check all that apply): ☐ Elementary (P-6) ☐ Junior High (7-8) ☐ Senior High (9-12)

Program Coordinator: _____ **Professional Number:** _____

Phone: _____ **Email:** _____

Amount of funds requested (Maximum $5000): _____
(This number must match the total budget included in this application)

School: _____ **RCE/CSAP:** _____
School Address: _____
School Phone number: _____

Program Team Members:
Name: _____ **School:** _____
Name: _____ **School:** _____

PROGRAM COORDINATOR (MUST be a current NSTU member)
It is my understanding that:

- ❒ the **materials acquired** through this PDAF fund **become the property of the RCE/CSAP supporting this application**.
- ❒ should I **transfer** to another school within my RCE/CSAP **I may bring** any or all PDAF materials with me to my new school.
- ❒ should my employment cease with my current RCE/CSAP, it is the responsibility of the Regional Executive Director of Education to determine the disposition of any or all materials acquired under the fund.
- ❒ It is **my responsibility to evaluate all materials** for evidence of bias, utilizing the Department of Education and Early Childhood Development Bias Evaluation Instrument; and overall suitability for the public-school classroom.

Signature: _____ Date: _____

- ❒ **I acknowledge that I have consulted with the Technology Integration Lead (or designate) for my RCE/Board regarding my application.**
- ❒ **My program does not include the use of technology**

SCHOOL PRINCIPAL
I have read this proposal and I am in full support of this program being implemented in this school. Further, I shall do whatever I can to ensure the success of this program. **Application is incomplete without this signature**.

Signature: _____ Date: _____

REGIONAL EXECUTIVE DIRECTOR OF EDUCATION, CSAP SUPERINTENDENT OR DESIGNATE
I have read this proposal and I am in full support of this program being implemented in this system. Further, I understand that should the employment status of the Program Coordinator cease with this RCE/CSAP it is my responsibility to determine the disposition of any or all materials acquired under the fund. **Application is incomplete without this signature.**

Signature: _____ Date: _____